Meeting Minutes  
Berkley Technology Advisory Committee  
November 14, 2018

PRESENT: Mike Swantek  Stan Lisica  
John Correia  Jim Cannon  
Mark Owens  Jon Long - CEAC

ABSENT: Dave Jacobs  
John Correia  Jim Cannon  
Steve Baker  
Mark Owens  Jon Long - CEAC

OCTOBER MINUTES APPROVAL

Motion to approve: Correia  
Seconded: Cannon

YES: Pace, Swantek, Lisica, Cannon, Owens, Correia  
NO: None

COMMENTS FROM CITY STAFF

• Met with the city manager, BSNA and the building department regarding their apps and features they offer (tablet remote access, work orders, inspections, permits)
• Water bills – investigating offering them online and possibly via e-mail  
  o Testing the process, possibly with commercial buildings first
• Document scanning for internal documents, hoping to be able to digitize many processes (cost savings on paper, time savings, shredding, storage)
• Processed server upgrades from Server 2003 to Server 2016
• Public Safety conference room upgrades continuing along

ORDER OF BUSINESS

• Working together with the CEAC  
  o Goals to help communication with the city, ensure departments/teams have a cohesive message  
  o Where can technology benefit this communication?  
  o CEAC running into same issues getting in touch with a contact at Oxford Towers  
    ▪ Tabled until December meeting
• AUP Policy overview  
  o GM  
  o City of New York
• Social Media Policies
• Open WiFi Policies
• Outline short-term and long-term planning of TAC  
  o Stan will discuss with city clerk the retention policies  
  o Capital equipment replacement plan (5-7 year replacement cycle for printers, desktops, laptops, etc)
- Look into standardizing equipment and how operational costs vs. upfront costs, drafting a policy and looking to offset costs

ASSIGNMENTS FOR NEXT MEETING
- Dig into AUP policies for City of Berkley, review City of New York/GM and propose a doc with changes to existing policies for review with the City Manager, etc.

VOTE FOR NEXT MEETING TIME

Proposed meeting date and time: Wednesday, December 12, 2018 at 6:30pm

YES: Swantek, Correia, Owens, Lisica, Cannon, Pace
NO: None